

**Little Traverse Bay Bands of Odawa Indians
Tribal Court
Job Posting**

Job Title: Probation Officer/Drug Court Coordinator
Branch: Judicial
Reports To: Court Administrator
Status: Exempt
Salary Range: \$40,217-\$52,489 Annual
Level: 6
Terms: Full time.
Opens: May 1, 2015
Closes: May 15, 2015

SUMMARY

Monitors adult and juvenile offenders in activities related to legal conditions of probation or parole and/or the Court's Drug Court programs. Coordinates both the Adult and Juvenile Drug Court Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Drug Court Coordinator

- Assists in the continued development and implementation of the Drug Court Programs and Manuals. Evaluates existing cases for program eligibility. Enrolls eligible State and Tribal Court case offenders for program participation.
- Enrolls participants in Drug Courts.
- Maintains Drug Court files and collects data for drug courts.
- Develops information to promote court system interaction and promote drug court for all Native American adults.
- Disseminates information to relevant State Court staff, initiate transfer of cases and/or accepts referrals from State Court, determine reporting requirements expected by State Court including frequency of client progress reporting, determine data elements for collection related to State Court Cases/participants and maintain communication with State Court for new referrals.

Probation Officer

- Familiarizes self with area and with persons living within.
- Conducts urine screenings and PBT tests.
- Investigates and makes sentencing recommendations to the Court of all cases involving adult and juvenile offenders.
- Maintains Probation files and collects data for Probation.
- Monitors and supervises the conditions related to probation and/or bond imposed by the Court and performs Court-ordered client checks and home visits.
- Provides support, preventive and supervisory counseling to all offenders as applicable for individuals placed on probation by Court order.
- Refers offenders for assessments and monitors compliance with recommendations made by the service providers.
- Monitors the offender's compliance with employment and/or educational requirements of the Court, which includes communication with the Tribe's education department as well as community schools.
- Schedules hearings for adult and juvenile offenders and advises the Court of the efforts of the individual and family in complying with the Court's sentencing orders.

- Informs offenders and their families about the cost, constraints, and responsibilities of maintaining electronic monitoring equipment. Provides installation services in the offender's home, communicates with the electronic monitoring equipment agency, and assists law enforcement in monitoring the actions of the offender.
- Provides supervision to adult offenders and juvenile offenders in jail or detention as well as those in treatment facilities.
- Provides effective community service opportunities for adult and juvenile offenders/probationers and monitors compliance with community service orders and reports back to the Court as to the status of compliance or non-compliance.
- Performs chain of custody drug screens from clients, which may include handling urine specimens.
- Provides transportation to court hearings and other appointments as part of treatment to allow program participation.
- Plans, assists and monitors community service.

Court Liaison

- Provides courtesy supervision of adults who are on state court or other tribal court probation. Is responsible for the development of cooperative working relationships with other jurisdictions, to include active involvement and participation in the Michigan Inter-tribal probation officer's consortium.
- Provides supportive services to agencies/courts who work with Native offenders.
- Reaches out to Emmet and Charlevoix County Probation and builds an excellent working relationship with them.

Court Officer

- Provides transportation as necessary.
- Performs all other appropriate duties as directed by the Court Administrator.
- Responsible 24 hours per day, 7 days per week, for calls concerning caseload. Also assumes the position of "Designated Court Officer" in emergency situations. As Court Officer you are expected to be familiar with and capable of performing other employment positions within Tribal Court.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have an excellent employment history.

EDUCATION AND EXPERIENCE

- Bachelor's degree required in criminal justice or a related field.
- Minimum of two years experience as a probation officer required with an additional two years required in criminal justice, social work or a closely related field.
- Experience working closely with substance use and/or abuse recovery.
- Significant court involvement experience is required.
- Must have a valid Michigan Driver's license, reliable transportation, and willingness to transport clients as needed.
- Must have excellent job attendance history, professional demeanor and appearance.
- Must have an even temperament and solid interpersonal skills and must be committed to professional development.
- Must be willing to travel including overnight travel if necessary.
- Must pass a criminal history background check with no felony convictions in the last ten years.
- Must have excellent people skills and communication skills.
- Must have an excellent job history and good job references.

- Must have a high ethical sensibility and a history of professional honesty and trustworthiness.
- Must be able to make independent judgments and quick decisions.
- Must have excellent communication skills and be able to communicate clearly in person, in writing and by telephone and e-mail.
- Must be able to comprehend a variety of documents, for example police reports, lab reports, etc.
- Must be able to define problems, assess facts, and draw conclusions.
- Must be able to deal with a variety of personality types.
- Must be able to work in a high stress environment and handle difficult crisis situations well.
- Must be able to establish and maintain effective communication with coworkers, supervisors and the general public.
- Must have organizational skills and be able to plan, prioritize and manage workload to meet the goals in a timely manner.
- Must be computer literate, including Windows, Microsoft Office, Word, Outlook, PowerPoint and other common programs.
- Must maintain a good moral character and reputation within the community.
- **Must be able to be on call 24/7.**
- **Must be flexible and able to work various shifts, including nights, weekends and holidays.**

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of Tribal members or employees of our organization.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be willing to successfully complete the certification process for juvenile probation officers and caseworkers provided by the Michigan Judicial Institute and also successfully complete the certification process for the utilized PBT used by tribal court.

Valid drivers license, reliable transportation, and must be insurable.

BACKGROUND

An extensive background investigation to include a criminal history check will be taken into consideration. If in recovery, must have no less than 10 years of sobriety.

COMMENTS

Indian Preference will apply.